

June 18, 2008

TO: Teresa Parsons
Director's Review Program Supervisor

FROM: Kristie Wilson
Director's Review Investigator

RE: **Darcee Hansen v Central Washington University (CWU)**
Allocation Review Request No. ALLO-07-067

On May 6, 2008, a Director's Review meeting took place by telephone conference call concerning the allocation of Ms. Hansen's position. Present during the telephone conference call were Darcee Hansen CWU, Eric Galbraith CWU Human Resource Office, Kevin Conwell, Ms. Hansen's supervisor at CWU, and myself.

Investigator Finding

My review finds that Ms. Hansen's position is properly allocated as a Payroll Supervisor.

Background

On April 5, 2007 Ms. Hansen filed a Position Review Request (PRR) form to CWU Human Resource Office requesting that her Payroll Supervisor position be reallocated to the class of Fiscal Analyst 4. Eric Galbraith, CWU Human Resources, reviewed her request and issued his decision by letter dated July 2, 2007. In his letter (Exhibit A-2) Mr. Galbraith outlined the reasons and basis for his denial. On July 23, 2007, Ms. Hansen filed a request for a Director's review.

Summary of Ms. Hansen's perspective

Ms. Hansen asserts that she oversees the day-to-day operation of the Payroll Department which includes supervising one Fiscal Analyst 3, two permanent Fiscal Technician 2's, and a temporary Payroll Assistant. Ms. Hansen sees herself as a front line supervisor, signing all evaluations, leave slips, and necessary disciplinary actions. Ms. Hansen states that the majority of the work her staff performs is in the accounting office clearing out

fund accounts, processing garnishments and year end financial statements, direct deposits, W-4 retirement information, and any bank issues that may arise.

Ms. Hansen states that the majority of her work is working with the payroll and accounting processes. Ms. Hansen also states that she is responsible for running payroll, balancing, transferring money over, and managing the Glacier program. The Glacier program is a system used to track foreign nationals, identifying aliens for tax filing purposes, determining if taxes should be paid or not. Ms. Hansen asserts that her duties in this system are not just data entry. She asserts that she researches the tax treaty books and consults with the Assistant Attorney General (AAG) if necessary. Ms. Hansen states that she performs testing on this program and works with IT support when needed.

Summary of comments from Mr. Conwell (Supervisor)

Mr. Conwell is Ms. Hansen's supervisor and the Department Head. Mr. Conwell stated that he has three Fiscal Analyst 4's who report to him. One is responsible for the Accounts Payable and Travel Department, one responsible for the Financial Reporting/General Accounting, and the other is responsible for Grants and Contracts. Mr. Conwell feels that Ms. Hansen performs a higher volume of work than the Fiscal Analyst 4's. Mr. Conwell asserts that Ms. Hansen operates self sufficiently. Mr. Conwell states that although Ms. Hansen is the supervisor of the Payroll Department, he feels that payroll is a fiscal and financial function of the university.

CWU's Rationale

CWU agrees that Ms. Hansen is responsible for the operation of the Payroll Department and overseeing staff that perform payroll processing activities. CWU asserts that Ms. Hansen is the front line supervisor performing all supervisory duties with the exception of disciplinary actions, which are forwarded to her supervisor. CWU states that the position questionnaire PRR (Exhibit C-1) submitted shows that 65% of Ms. Hansen's duties involve managing the payroll and accounting process; managing, interpreting, developing, and implementing accounting and payroll policies; and scheduling, managing, and processing semi-monthly payroll. These duties also include the verification and determination of the tax status for foreign nationals.

CWU feels that Payroll Supervisor classification best describes Ms. Hansen's responsibility to oversee the total payroll function. Ms. Hansen plans, coordinates, and determines methods and procedures to maintain payroll controls, records, and reports. CWU asserts that based on the class specifications available, Ms. Hansen's duties related to complex payroll fit the Payroll Supervisor class. CWU explained Ms. Hansen's duties in the Glacier system as basically entering data into the system and generating reports from the system.

CWU contends that Ms. Hansen's PRR clearly targets payroll functions, which best fit in the job classification of Payroll Supervisor. CWU feels that Ms. Hansen's major duties are in line with the Payroll Supervisor classification.

Reason and Basis for Finding

The definition for Fiscal Analyst 4 (FA 4) states:

Positions at this level function as a first line supervisor over fiscal related professional staff or serves as a Principal Assistant to a Fiscal Analyst 5.

The typical work for Fiscal Analyst 4 states (in part):

Supervises fiscal related professional staff performing financial reviews and analysis of fiscal data.

Positions are assigned responsibility for fiscal assessment and analysis of program management decisions, development and preparation of the biennial supplemental and operating budgets, and participation in the development and modification of program requirements;

Although, Ms. Hansen is a first line supervisor, I feel that Ms. Hansen's job duties do not reach the fiscal related functions envisioned in the FA 4 class. The majority of the time Ms Hansen's position is responsible for the payroll functions of the university, including overseeing the payroll process for university employees. Ms. Hansen affirms that she does not perform any budget work.

The definition for Payroll Supervisor states:

Supervise personnel who perform payroll processing activities. Plan, coordinate and determine methods and procedures to be utilized in the maintenance of payroll controls, records and reports.

The distinguishing characteristics for Payroll Supervisor states:

With delegated authority, interview and recommend selection of applicants, conduct training, assign and schedule work, act upon leave requests, conduct annual performance evaluations and recommend disciplinary action.

Under general direction, oversee the total payroll function. Evaluate and develop payroll processing methods and procedures, and assist in developing and

implementing new policies. Coordinate the payroll function with the fiscal office, with data processing personnel, and with major department heads.

Ms. Hansen describes her job duties as supervising staff that perform payroll processing activities. This is directly in line with the definition of a Payroll Supervisor job classification. The accounts payable and travel, financial reporting and general accounting, and grants and contracts are separate sections outside of the payroll office where Ms. Hansen works.

As previously noted by the Personnel Resources Board (PRB), the guidance provided in the Department of Personnel's Classification and Pay Administrative Guide establishes that the following standards are primary considerations in allocating positions:

- a) Category concept (if one exists).
- b) Definition or basic function of the class.
- c) Distinguishing characteristics of a class.
- d) Class series concept, definition/basic function, and distinguishing characteristics of other classes in the series in question.

After reviewing the documentation and comments from all parties with regard to Ms. Hansen's assigned duties and responsibilities, I conclude the Payroll Supervisor classification best describes Ms. Hansen's position.

Appeal Rights

RCW 41.06.170 governs the right to appeal. RCW 41.06.170(4) provides, in relevant part, the following:

An employee incumbent in a position at the time of its allocation or reallocation, or the agency utilizing the position, may appeal the allocation or reallocation to the Washington personnel resources board. Notice of such appeal must be filed in writing within thirty days of the action from which appeal is taken.

The address for the Personnel Resources Board is 2828 Capitol Blvd., P.O. Box 40911, Olympia, Washington, 98504-0911.

If no further action is taken, the Director's determination becomes final.

Enclosure: Exhibit List